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25X1A	MEMORANDUM FOR: Deputy Director (Administration)	
20/(1/(SUBJECT: Jury Duty for Chief,	25X1A
25X1A	1. received on 24 February a summons to appear on 2 March for duty as at the United States District Court for the District of Columbia, Courtroom No. 20. He would be subject to duty during the following 30 days.	25X1A
25X1A	2. It is requested that an attempt be made through your office to have excused, since his absence would result in a critical situation in the	25X1A
25X1A	3. The Chief, will be away during a considerable part of the month of March on Agency affairs. Further,	·
25X1A	deputy expects to be gone on a previously planned trip. Three such absences of key personnel would place the operations of this staff under considerable strain, particularly at a time when FI is working out new plans for improving its intelligence service	
	to OCI, a duty which involves heavily.	25X1A
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	Dendty Director (Plans)	